

Addendum No. 1 to RFP #20-14-2



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding
RFP 20-14-2 Inclusionary Lottery Design and Implementation Services

From: Thupten Chukhatsang

Date: 12/12/2019

Re: Request for Responses - Questions submitted and Responses

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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Questions & Responses:

- 1. Phase 1 – Our plan would focus on an online application process, in addition to a paper one. The reason it is so important is because the waiting list will generate thousands and thousands of applicants, and therefore an online application process is imperative. That said, we would need to factor in the cost to work with a company to develop an online application. Is this a cost that Somerville would incur outside of our fee and if so what is an appropriate amount to budget? It would be a cost savings for Somerville and pay for itself as it will significantly reduce data entry. We will try to provide estimates with our proposal.**

The project as initially conceived did not include a technology component. However, the Housing Division is open to evaluating online application options for Phase 1. If the proposer is interested in using an online platform, they should include details in their proposal. In addition, the proposal should include cost information in the price proposal (section 4.0), including development costs, any recurring fees (e.g. licensing) and other costs associated with hosting an online application. If the proposer includes an online application component, they should also provide an alternate option for a paper application process.

Housing Division staff note that selected programs the Division currently oversees do offer an online application option that was developed by program staff in consultation with the City's web development personnel. As an example, the application for the City's lead paint, rehab and heating system replacement program can be found through this link:

<https://www.somervillema.gov/departments/programs/lead-paint-safe-somerville>. To the extent Housing staff were able to develop an online application (albeit for comparatively small programs), we suggest that respondents consider the possibility of a similar approach (i.e., proposer's project personnel working with its web development/IT staff), which presumably would be significantly less expensive than partnering with a third party IT firm.

Please complete and submit one or more price proposal sheets as needed to reflect the various options proposed (online application process, paper application process, etc.) Please label each pricing option (if more than one is offered) as A, B, C, etc.

Please attach additional sheets as back up to represent the cost breakdown for all options provided.

The City has the right to consider all options and may choose to award any that it deems as in the City's best interest.

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2. Phase 2 – How many community meetings are expected?

We expect that an effective outreach strategy would include a minimum of three (3) community meetings during Phase 2. However, the City may direct the Proposer to facilitate additional meetings dependent on factors such as attendance during the first 3 scheduled meetings and the level of community engagement.

The Proposer should include a per-meeting unit cost with their price proposal (section 4.0) that can be applied to additional meetings if required.

3. Phase 3 –

a. Do you have to supply financial information (paychecks, etc.) to be added to the wait list? Or can you self-certify?

The Housing Division anticipates that applicants will be able to self-certify income eligibility to be entered into the waitlist, but must provide documentation of their preference status in order to be sorted into the correct applicant pool. The specific guidelines and documentation required for certification are to be developed under Phase 1 of this RFP's scope of work.

b. Can the lottery be conducted electronically? We could use Random.org – a cloud-based software and accepted by Boston.

Traditionally, the Housing Division has conducted all lotteries in-person to ensure transparency in the process. Given the anticipated volume of applicants under the new process, the Housing Division is open to evaluating an online lottery option. If the Proposer anticipates recommending an online lottery, they should include details for both an in-person and an online lottery option.

c. It says “host application workshops” – how many workshops are expected?

We expect the Proposer to host a minimum of three (3) application workshops during Phase 3. The final number of meetings will be dependent on factors such as meeting attendance and the volume and variety of questions received. The proposer should include a per-workshop unit cost in their price proposal (section 4.0) that can be applied to additional application workshops if required.